

COOK

JOB TITLE: Cook

GRADE: 8

JOB CODE: 6002

DATE: 11/8/95

GENERAL FUNCTION: Performs general cooking duties for a health department.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Prepares all menu items according to quantity menus.

Bakes, roasts, broils and fries meat, fish and fowl.

Mixes and cooks specialty dishes and delicate foods.

Seasons foods by taste test and recipe.

Maintains records of food used and supply on hand.

Figures food cost and records on daily food cost sheet.

Cleans and sanitizes work areas.

Ensures proper storage of food.

SUPERVISION RECEIVED: Close supervision of simple, routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED: No supervisory responsibility required.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Ability to read and write.

Minimum Education, Training, and Experience Requirements: High school diploma or GED. One year of cooking experience in an institutional or large scale commercial setting. Vocational training in food service will substitute for the required experience on a year-for-year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.